

CLIENT SETUP

Assignments & Transfers

Security and Access

Client Setup

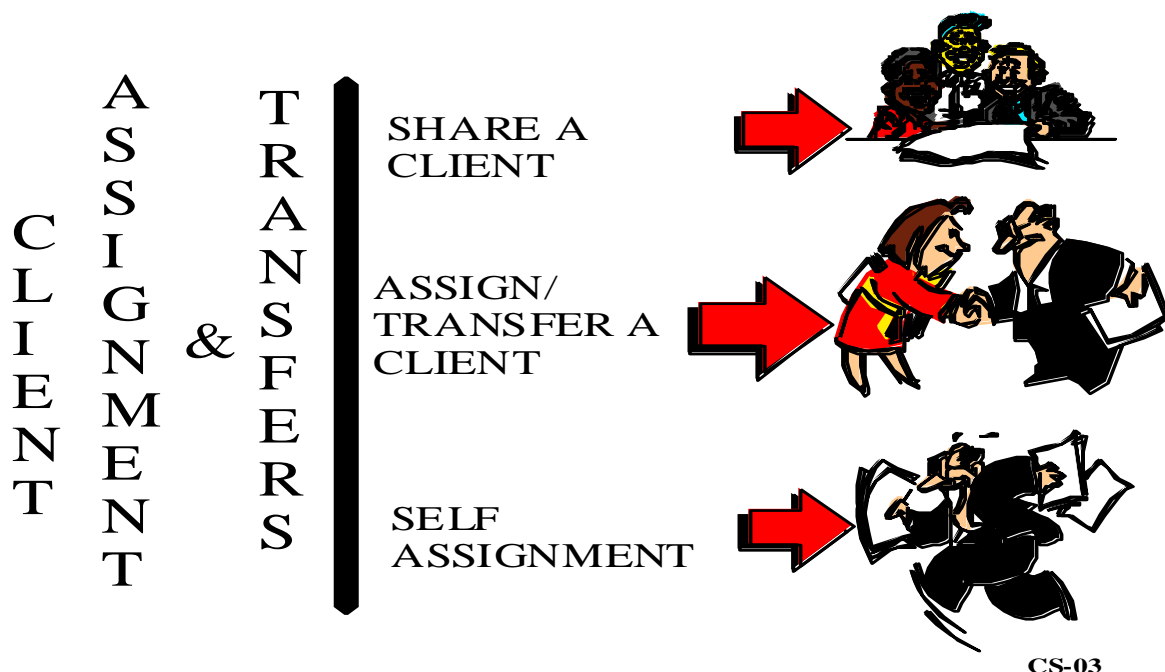
Client Details

Building Client History



CS-02

- You are going to really **love CAPS**
 - No more misplaced client information
 - No more falling apart cases
 - No more full file cabinets
 - Instant search capabilities of a client's past involvement
 - You type client information only once into the system
 - The vast amount of information at your fingertips
 - Automatically generated forms, reports and letters
 - Ease of client transferring
 - Early warnings of critical deadlines
 - On line approval process



- You can make assignments and complete transfers on one screen
- Assignment/transfer processes in CAPS
 - Assign a person to become a client
 - Re-assign a closed client
 - Supervisors can assign clients
 - Make a permanent transfer of a client, facility or report
 - Share access of a client to multiple users
 - Grant temporary read only access

AXED - Assignment/Transfers Detail

CAFSAXED ASSIGNMENTS/TRANSFERS DETAIL 02/10/2011 7:46
USER ID : C7TR15

ENTER ENTITY TYPE BEING PROCESSED
(C-CLIENT, F-FACILITY, P-PERSON OR R-REPORT): C
PROCESSING CLIENT : 0002107
NAME : ABBOTT, DAWNNA

FUNCTION : S (ENTER A=ASSIGN, T=TRANSFER,
R=READ ONLY, S=SHARE)
COURTESY SUPERVISED?: Y
FROM USER : C7TR15 FIFTEEN, TRAINEE
TO USER : C7TR16 SIXTEEN, TRAINEE

TYPE : P (T=TEMPORARY, P=PERMANENT)

ENTER START DATE OF TRANSFER
OR CLIENT EFFECTIVE DATE: 02/10/2011
END DATE: 99/99/9999

IS THIS A PRIVATE ADOPTION AGENCY CLIENT (Y/N)? :

Remember to Shift+F4 to Confirm your entry!

FS900354 TO CONFIRM, PRESS F16(SHIFT+F4) . PATH: █

Type codes for
ENTITY TYPE,
PROCESSING
#, **FUNCTION**
fields & press
Enter if you want
CAPS messages
to guide you in
completing the
rest of the
required fields.

- The process of assigning a person to a worker makes the person a client.
- This screen can be used to:
 - Assign a person to a worker
 - Assign a client to a worker
 - Re-assign a closed client to a worker
 - Supervisor can assign a client to a worker
 - A worker can assign closed clients to their own caseload
 - A worker can share or grant temporary read only access for an entity.
- The F10 key allows you to select other persons from RELL (Relationship List) screen so multiple persons can be assigned to a worker at one time
- The system will not allow the worker to TRANSFER a client if
 - The client has any services that have any PENDING approval status

- The client has any payments that are in UNAPPROVED, INCOMPLETE or MAILED status. Contact Central Office if the system stops you from transferring due to payment details, as they can take care of these for you
- It is VERY IMPORTANT that if a transfer is taking place between agencies (i.e., DPHHS to DOC) that the transfer is done promptly. This does affect funding source information for the new worker if not done immediately.
- When a transfer occurs, an event record is created and stored in the system
- ASSIGNMENT – This grants permanent access to the worker assigned. Requires:
 - **Entity Type**
 - **Processing field** = ID number (CAPS ID, if assigning individual to yourself)
 - **Function** = A
 - **To User** = (c number)
 - **Client Effective Date**
 - **Private Adoption indicator**
- TRANSFER - This grants permanent/or temporary access to another worker for a client, facility or report. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = T
 - **To User** = (other worker's c number)
- SHARED ACCESS - This grants shared permanent/temporary write access of a client to multiple users at one time. CAPS defaults the Client Effective Date to the current system date. Requires:
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = S
 - **Courtesy Supervised** = Y/N (only for sharing of **clients**)
 - **To User** = (other worker's c number)
 - **Type** = T (temporary) or P (permanent). If T, **End Date** is also required.

Note: To terminate shared access, a Release is performed by entering an 'R' on the CSLL (Caseload List) screen of the worker who with shared access.
- READ ONLY - This grants temporary read only access with an expiration date no greater than five days. CAPS defaults the Client Effective Date to the current system date. If the End Date and Type fields are left blank, CAPS defaults the End Date to 5 days past current date, and the Type of T (Temporary).
 - **Entity Type**
 - **Processing field** = ID number
 - **Function** = R
 - **To User** = (other worker's c number)

CSLL - Caseload List

F4

CAFSCSLL CASELOAD LIST 07/05/2006 14:49
 USER ID : CS4566 PAGE NO: 3

DISPLAY C=CLIENTS,R=REPORTS OR B=BOTH: B VIEWING CASELOAD OF USER: CS4566
 TO SELECT, ENTER S=SELECT, R=RELEASE OR T=TRANSFER

Client Placement History List

REPORT/ SEL	CAPS-ID	NAME	DATE	TYP	GOAL	IND	CLNT	CPHL
—	00002058	SCHAFER, JEREMY	03/10/99	A			C	
—	00002059	SCHAFER, MARY A	03/10/99	A			C	
—	00002082	SMITH, JOAN	03/10/99	A			C	
—	00002088	WASHINGTON, CAIN	03/10/99	A			C	P
—	00001028	ABBOTT BILLY	07/05/06	R			R	
—	00001006	CARL CLARK	03/10/99	A			R	
—	00001005	CAROLYN HAMMOND	03/10/99	A			R	
—	00001007	HOPE ROBINSON	03/10/99	A			R	
—	00001004	JUANITA GARCIA	03/10/99	A			R	
—	00001002	LARRY CARSONE	03/10/99	A			R	
—	00001003	OLE AND ANN GUSTOVSON	03/10/99	A			R	
—	00001001	PATRICIA KASKE	03/10/99	P			R	

TYP:
A(ssigned)
S(hared)
R(ead only)
P = Secured

PINK HIGHLIGHTED RECORDS INDICATE READ-ONLY ACCESS

PATH:

- The Caseload List screen is used to select an open or closed client, a referral or a provider to work on or to transfer authority to another worker
- CSLL defaults to display B(oth) clients and reports for your caseload. You can update to display only clients or only reports, and you can also update the CASELOAD to view the caseload of another worker in your county (as long as you have the same supervisor).
- When a record is selected with an S, the client, provider or report is activated (loaded into the global record)
 - When ENTER is pressed, CLID, FACD or RRD1 will be displayed depending on if the selection is a client, a provider or a report
 - Any screen accessed after this selection will contain data on the selected client, provider or report
- If the user chooses the option to transfer a client by selecting with a T, the AXED (Assignment Detail) screen will be displayed
 - Multiple transfers or the transfer of an entire caseload is accomplished by selection of each client with the option (T)
 - The user will then cycle through the transfer screen for each selected client, provider or report to enter the new worker number for transfer

RELL - Relationship List

```
CAFSRELL                                RELATIONSHIP LIST                                07/05/2006   14:50
USER ID : CS4566    MODIFY                PAGE NO:    1
CAPS ID : 00002084    25    NAME: FURST, EVE

TO SELECT, ENTER I=INQUIRE, M=MODIFY, C=COPY OR D=DELETE
REL
SEL TYP DESCRIPTION NAME HH PC LC FR SD CAPS ID
- SFR STEP FATHER WASHINGTON, GEORGE N N N 00002086
- BRO BROTHER FURST, ADAM N N N 00002089
- STB STEP BROTHER - MARR WASHINGTON, CAIN N N N 00002088
- BMR BIRTH MOTHER WASHINGTON, MARTHA N N N 00002087
- STB STEP BROTHER - MARR WASHINGTON, ABLE N N N 00002085
```

This REL TYP code reflects how the listed person is related to Eve.

FS900001 NEW INFORMATION DISPLAYED . PATH: █

- This screen will display a list of other persons in the system that are associated with a specific person and describe their relationship to that person
- A person must have a CAPS ID in order to form a relationship with a primary person
- You can INQUIRE, MODIFY, COPY or DELETE relationship information
 - The primary person in the relationship is the person to whom all other persons are being associated
 - You can “C” (COPY) certain details to be associated with multiple people
- To ADD a person you would use the F11 function and add on the RELD (Relationship Detail) screen
 - If you do not know the CAPS ID for a person you want to ADD then you will have to do a person search
- SD (Secured Description): If a person’s relationship is perpetrator, then a relationship of perpetrator would be indicated in the secured description on RELD
 - CAPS then creates the reverse relationship (RVS) for the victim to the perpetrator

RELD - Relationship Detail

```
CAFSRELD                      RELATIONSHIP DETAIL                07/05/2006   14:51
USER ID : CS4566   MODIFY
CAPS ID : 00002084   25   NAME: FURST, EVE

PRIMARY PERSON CAPS ID : 00002084 NAME : FURST, EVE
                                ADDRESS: 1045 N MONTANA AVE
                                HELENA                      MT 59601 - 3575
-----
PERSON ASSOC W/PRIMARY : 00002087 NAME : WASHINGTON, MARTHA
HOUSEHOLD IND (O/S)    : O      ADDRESS:
PHYSICAL CUSTODY       : N
LEGAL CUSTODY          : N      -
FINANCIALLY RESPONSIBLE: Y

RELATIONSHIP TYPE      : BMR  BIRTH MOTHER
SECURED DESCRIPTION    :

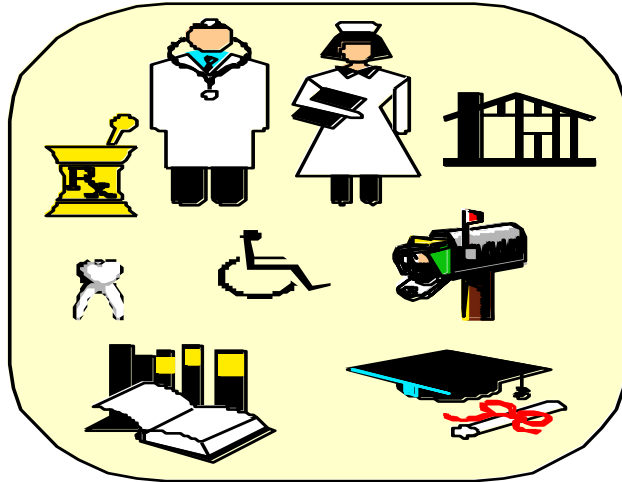
COMMENTS :
COMMENTS REGARDING THE RELATIONSHIP MAY BE ENTERED HERE

SHFT+F12=FILL

                                PATH:
```

- This screen is used to DISPLAY, MODIFY or ADD detail relationship information for a person who is related to a primary person
- Household Ind (O/S): Enter O if the person you are adding (Martha) resides in the same house as the primary person (Eve in this example).
- Physical Custody: Enter Y if Martha has physical custody of Eve
- Legal Custody: Enter Y if Martha has legal custody of Eve
- Financially Responsible: Enter Y if Martha is financially responsible for Eve
- The secured description field is only accessible to a worker with the appropriate security
 - This information can describe the relationship to a person, such as victim, perpetrator or possibly both
- After updating RELD and pressing Enter, additional relationships can be added to the primary by pressing the F11 key

CLIENT HISTORY SETUP



CS-04

- After a person has been assigned a CAPS ID or found to already have a CAPS ID, detailed information can be entered in the system
- After assignment the worker can ADD, MODIFY or DELETE a client's information
 - You can enter new or update existing information
 - Address information
 - Client Detail information
 - Indian Child Welfare information
 - Special Needs information
 - Educational information
 - Medical information
 - Relationships/Families information
 - Financial/Employment information

ADDL -Address List

```
CAFSADDL                      ADDRESS LIST                      07/05/2006   14:57
USER ID : CS4566                                     PAGE NO:    1
CAPS ID : 00002084   25   NAME: FURST, EVE

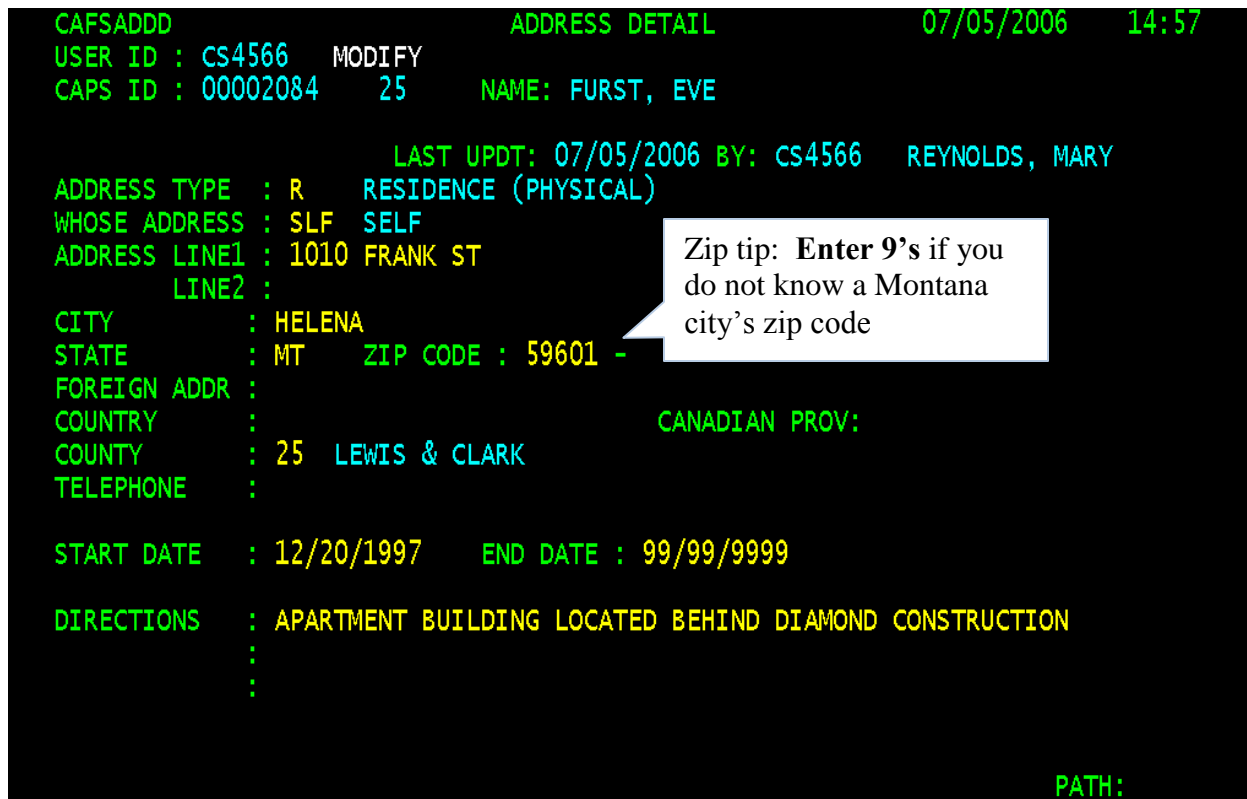
TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

      START
SEL  DATE   ACT TYP ADDRESS                      CITY                      ST   DIR
--  -
-   12/20/97 Y   P  1045 N MONTANA AVE          HELENA                      MT
-   12/20/97 Y   R  1010 FRANK ST                HELENA                      MT
-   12/20/97 N   P  PO BOX 7616                 MISSOULA                    MT
-   12/20/97 N   P  50 S LAST CHANCE GULC        HELENA                      MT
-   12/20/97 N   P  3075 N MONTANA AVE          HELENA                      MT

                                           PATH: █
```

- The Address List screen is used to display a history of addresses associated to a person in the CAPS system
 - The most recent record is displayed at the top of the list
 - The person may have only one open MAILING address, only one open RESIDENCE address but you may have multiple ALTERNATE addresses at a time
- An address is not pulled from RRD1; that address is connected to the report, not to a person
- On this screen you can INQUIRE, MODIFY or DELETE an address

ADDD - Address Detail



```
CAFSADDD                                ADDRESS DETAIL                                07/05/2006  14:57
USER ID : CS4566  MODIFY
CAPS ID : 00002084  25  NAME: FURST, EVE

                                LAST UPDT: 07/05/2006 BY: CS4566  REYNOLDS, MARY
ADDRESS TYPE : R  RESIDENCE (PHYSICAL)
WHOSE ADDRESS : SLF  SELF
ADDRESS LINE1 : 1010 FRANK ST
                LINE2 :
CITY          : HELENA
STATE         : MT  ZIP CODE : 59601 -
FOREIGN ADDR :
COUNTRY       :
COUNTY       : 25  LEWIS & CLARK
TELEPHONE     :

                                CANADIAN PROV:

START DATE    : 12/20/1997  END DATE : 99/99/9999

DIRECTIONS    : APARTMENT BUILDING LOCATED BEHIND DIAMOND CONSTRUCTION
                :
                :

                                PATH:
```

- The Address Detail screen is used to DISPLAY, MODIFY and ADD information about a person's address
 - Address types are Alternate, Mailing, Placement, Residence, Warrant (payment address); Law Enforcement and CCUBS (Child Care) address types are automatically created by CAPS and cannot be manually entered
- Using the F10 function key you may associate this address with other persons on RELL (Relationship List)
- To ADD a new address, enter the TYPE and known data
 - START DATE is required; if no END DATE is entered, CAPS will input 99/99/9999 indicating that the address is still open
- When an address changes or is no longer valid, enter the corresponding end date (before entering the new address if a new address is known)
 - The closed record will continue to be stored as historical information
- The DIRECTIONS line may be used for directions, hazards or dangerous situations
- The date and name of the worker that last updated the screen will display

CLID - Client Detail

CAFSCLID	CLIENT DETAIL	04/07/2010	10:57
USER ID : CS4566	MODIFY		
CAPS ID : 00002112	25	NAME: COLBERT, DAWNNA	
ADDRESS LINE1 : 204 POWELL		OPEN FOR SERVICE (Y/N) : Y	
ADDRESS LINE2 :		EFFECTIVE DATE : 01/02/1998	
CITY : HELENA		CLOSURE DATE : 99/99/9999	
STATE/ ZIP : MT 59624 - 0778		CLNT CATEGORY : CH CHILD	
TELEPHONE : 406 442-3469		FINANCIAL CNTY: 25 LEWIS & CLARK	
WHOSE ADDRESS : PLP PLACEMENT PROVID		PLACEMENT TYPE: OUT OF HOME CARE	
HEIGHT : 4 8	WEIGHT : 105	EMERGENCY CONTACT PHONE: 406 443-6500	
HAIR : BRN BROWN		NAME : MARY REYNOLDS (AUNT)	
EYES : HZL HAZEL		BIRTHMOTHER MARRIED AT TIME OF BIRTH: Y	
BIRTH DATE : 08/10/1998	AGE : 11	PREVIOUSLY ADOPTED : N	AGE :
ETHNICITY : CA		PREGNANT - DUE DATE:	
HSPNC ORGN : N		SPECIAL NEEDS : Y	NUMBER SIBLINGS: 1
RELIGION : LUT LUTHERAN		SSN : 158-80-9866	
CITIZENSHIP: US	U.S. CITIZEN		
SCHOOL NAME : FOUR GEORGIANS ELEM		EXPECT TO GRAD. BY AGE 19:	
CONTACT NAME : GEORGE GLOBE			
PHONE : 406 443-9510	DATE ENTERED 08/31/04 - LEFT 99/99/99	GRADE : K	
PATH:			

Check the CLNT CATEGORY field to quickly discern if CLID's been completed.

- This screen is used to capture and display detailed demographic information about a specific client
- CLID must be completed before placements or services can be entered in CAPS
- The EFFECTIVE DATE reflects the earliest date that may be used for dates such as ones associated with placements and services
- Required fields on this screen are:
 - Birth date
 - Ethnicity
 - Hispanic Origin
 - Client Category
 - Financial County
 - Birthmother Married at Time of Birth (if Client Category is "CH" – child)
 - Previously Adopted (if Client Category is "CH" – child)
- You can also enter EMERGENCY CONTACT PHONE & NAME
- If the ETHNICITY code is American Indian (AI) or Alaskan Native (AN) the system will automatically take you to the ICWD (Indian Child Welfare Detail) screen

ICWD - Indian Child Welfare Detail

```

CAFSICWD                                ICWA DETAIL                                07/05/2006    15:02
USER ID : CS4566    MODIFY
CAPS ID : 00002084    25    NAME: FURST, EVE

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE

SEL    TRIB    TRIBE NAME    TRIBAL    ENROLLMENT    VERIF.SENT    TRIBAL
-----
-      CC      CHIPPEWA CREE    -          CC-101984    -            DEN
-
-
-
-

LEGAL DOMICILE : ND    NOTIFY MOTHER : Y
                                FATHER : Y

COMMENTS :
:

                                PATH:
  
```

- This screen is used to display and input detailed data on a specific American Indian or Alaskan Native person
- You will automatically come to this screen from the CLID (Client Detail) screen when you enter an American Indian or Alaskan Native ETHNIC CODE
- This is a **REQUIRED** screen and it must be completed within 30 days. An alert will be generated to the worker if this screen is not updated after 30 days.
 1. Worker fills in the TRIB CODE, ENROLLMENT NUMBER (if known), LEGAL DOMICILE, & NOTIFY MOTHER, NOTIFY FATHER fields
 2. Worker runs the D200 (Request for Verification of Status) in DocGen; CAPS populates the VERIF SENT field with the date. Note: In some offices, the County Attorney sends out request for verification letters to Tribes not CPS worker. The CA provides a copy of the letter for the person's file/Doc Gen, and the CPS worker enters the date of correspondence in the Comments. Remember, there is also a DocGen for Notification of Judicial Proceedings (D105). Completed documents are saved as a note in the Doc Gen system.
 3. Worker gets word back from the tribe(s) and if an enrollment number is provided, they add it. A TRIBAL STATUS code and TRIBAL JURISD code can be entered. If the tribe indicates they are not affiliated or enrollable, the information is reflected in the comment section: Not enrollable. See correspondence dated xx/xx/xx.

CLIENT DETAIL HISTORY



CS-05

- Detailed client information can be ADDED, MODIFIED or DELETED from the system
 - Special needs information
 - Education information
 - Medical information
 - Critical medical exam/diagnoses information
 - Prescription medication information
 - Employment information
 - Financial/resource information

SPND - Special Needs Detail

```

CAFSSPND          SPECIAL NEEDS DETAIL          07/05/2006    15:03
USER ID : CS4566   MODIFY
CAPS ID : 00002084   25      NAME: FURST, EVE

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE
SEL CD  DESCRIPTION              SUB  DESCRIPTION              CLINIC
                                           DIAG &
                                           DOCMT?
- EMD EMOTIONALLY DISTURBED     ATT ATTACHMENT DISORDER      Y
- HAN HISTORY OF ABUSE/NEGLECT  PHA HISTORY OF PHYSICAL ABUSE
- HAN HISTORY OF ABUSE/NEGLECT  PHN HISTORY OF PHYSICAL NEGLECT
- SUB SUBSTANCE ABUSE           PUA PARENTAL USE OF ALCOHOL
- SUB SUBSTANCE ABUSE           PUD PARENTAL USE OF DRUGS
- VHI VISUALLY OR HEARING IMPAI HEA HEARING IMPAIRED        Y
-
-
-
-
-
-
-
-
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-

```

- This screen is used to identify a specific client's special needs and disabilities for service and placement matching
- You can enter a generic special needs code (in the left CD column) and then select a sub-code (in the right SUB column) to provide more specific information regarding that special need
- For certain special needs codes, you must also identify if the special need has been clinically diagnosed and documented. These special needs cannot be added to the screen until this flag can be answered with a "Y" (yes)
- You can ADD, MODIFY or DELETE special needs by placing the appropriate selection on the select line

EDHL - Educational History

```

CAFSEDHL                                EDUCATION HISTORY                02/08/2010    10:19
USER ID : CS4566      MODIFY              PAGE NO: 001
CAPS ID : 00002084    25        NAME: FURST, EVE

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE

SEL----SCHOOL NAME-----PHONE NUMBER-----CONTACT NAME-----
-----SPED--GRADE---ENTERED DATE--EXIT DATE---CMPL---REQUEST DATE--PROVD DATE--
- HELENA CAPITAL HIGH SCHOOL       406 449-1234  CALLIE SCHMIDT
   IE      9           09/03/2009   99/99/9999
- CR ANDERSON MIDDLE SCHOOL        406 443-1100  DANIEL WEBSTER
   IE      8           08/27/2008   05/30/2009   Y
-
-
-
-
-

```

- This screen is used to DISPLAY, MODIFY or ADD school history information pertaining to a specific client
- Existing school history may be MODIFIED or DELETED by selecting the appropriate record
- Education records will be displayed in reverse chronological order (most recent first)
- The most current education record will also display at the bottom of the CLID (Client Detail) screen
- You can run the “Request for Education Records” docgen (D210)
- IE or 54 can be entered in the SPED (Special Education) field to indicate if the client participates in a special education program
- A complete flag of “Y” or “N” can be entered to indicate if the client completed each grade
- Update EDHL at the end of the school year on your clients by end dating the existing entry and updating the CMPL flag

MEDS - Medical Summary

```
CAFSMEDS                                MEDICAL SUMMARY                        11/26/2007    14:32
USER ID : CS4566    MODIFY
CAPS ID : 00002084    25    NAME: FURST, EVE

HEIGHT: 5  4    WEIGHT: 120                DISTINGUISHING FEATURES : Y
HAIR  : BRN    BROWN                        MEDICAL/MENTAL DETAIL   (MMHD) : N
EYES  : BLU    BLUE                        PRESCRIPTION MEDICATION (MDTD) : N
BLOOD TYPE: B+    ALLERGIES: N                MRM : N    MEDICAL CASE MGMT : N
PREGNANT - DUE :

PRIMARY PHYSICIAN: MARY REYNOLDS
DATE OF LAST EPSDT SCREEN :
IMMUNIZATION RECORD REQUESTED :                PROVIDED :
HEALTH INFORMATION REQUESTED :                PROVIDED :

----- PAGE NO: 001
HEALTH CARE COVERAGE : 973    AMERICAN TRAVELERS LIFE
POLICY NUMBER          : 1234567890    GROUP CERTIFICATION #: 12345678901
POLICY HOLDER CAPS-ID: 00002086    POLICY HOLDER SSN: 001-01-0001
NAME (L,F,M): WASHINGTON    GEORGE
ISSUED DATE: 01/01/2007    END DATE: 12/31/2007    VERIFIED DATE: 03/10/2007
SHIFT+F10=ADD ADDITIONAL INSURANCE

PATH:
```

Related to
the D210
Doc Gen

- This screen is used to record/display a summary of a client's medical status and personal medical data with attention to conditions requiring special consideration by the worker
- If the ALLERGIES or DISTINGUISHING FEATURES field is modified/indicated with a "Y" (yes) the worker should attach/ read text in Doc Gen
- Press SHIFT+F10 to clear the bottom portion of the screen (health care coverage) in order to add additional insurance information
 - Health care coverage information will automatically default into the Child Support Enforcement Referral and the Foster Care Medicaid/IVE Application screens

[illegible]

- ## CPS Specialist Training Guide – *Client Setup*

MDTD – Medication/Treatment Detail

```

CAFSMDTD          MEDICATION/TREATMENT DETAIL          07/05/2006    15:16
USER ID : CS4566   MODIFY                                PAGE NO: 001
CAPS ID : 00002084    25      NAME: FURST, EVE

TO SELECT, ENTER A=ADD, M=MODIFY OR D=DELETE


SEL              RX/TX                                  START DATE     END DATE
- DENTAL CLEANINGS AND FILLINGS                        01/10/2006     99/99/9999
- SEROQUEL; 25 MG THREE TIMES DAILY                     07/07/2005     99/99/9999
- TRAZADONE; 50 MG ONCE DAILY                           06/09/2005     07/07/2005
- PROZAC; 10 MG ONCE DAILY                              04/11/2005     06/09/2005
-
-
-
-
-
-
-
-
-
-
-

```

- The Medication/Treatment Detail screen captures medications/treatments that have been prescribed by a physician for a specific client
- You can **ADD**, **MODIFY** or **DELETE** on this screen by selecting an item

EMPL - Employment History

```
CAFSEMP      EMPLOYMENT HISTORY      07/05/2006  15:18
USER ID : CS4566  MODIFY      PAGE NO: 1
CAPS ID : 00002086  00  NAME: WASHINGTON, GEORGE

TO SELECT, A=ADD, M=MODIFY OR D=DELETE
SEL
- PROVIDER NUMBER :
  NAME : BINFORD INC      PHONE: 406 555-6666
  ADDR1: 1541 MAIN      START DATE: 01/01/2006
  ADDR2:      END DATE: 99/99/9999
  CITY : HELENA      STATE: MT  ZIP CODE: 59601 -
  OCC: SALES MANAGER
  INCOME: 2500.00      STATUS: FT  FULL-TIME
  HOURS PER MONTH:
- PROVIDER NUMBER :
  NAME :      PHONE:
  ADDR1:      START DATE:
  ADDR2:      END DATE:
  CITY :      STATE:  ZIP CODE: -
  OCC:
  INCOME:      STATUS:
  HOURS PER MONTH:

PATH: █
```

- This screen is used to record and display information about a person's employment and interfaces to Child Support when appropriate
- You can ADD, MODIFY or DELETE employment information on this screen
- Enter the name of the EMPLOYER, START and END DATES (if applicable) of employment, ADDRESS, OCCUPATION and SALARY information for each job
 - Use monthly salary (before deductions) for income
- If a person is associated with a provider in CAPS, that information will display if it has been entered on PRPL (Provider Person List)
- Employment records are displayed in reverse chronological order (most current first)
 - The most current employment record will display at the bottom of the PERD (Person Detail) screen